Please refer to the [Family Leave Policy](https://www.falkirk.gov.uk/employees/policies/family-leave.aspx) and discuss with your manager before completing this form

|  |  |
| --- | --- |
| Name |  |
| Employee Number |  |
| Contact Number |  |
| Personal Email |  |
| Job Title |  |
| Manager’s Name & Work Location |  |
| Maternity Leave Start Date |  |

* I attach my MATB1 form confirming I am pregnant
* I intend to return to work after Maternity Leave
* I do not intend to return to work after Maternity Leave
* I am undecided about returning to work after Maternity Leave

Your maternity leave start date should be the first day you will be absent from work, excluding any period of annual leave.

* You can start maternity leave any time after the beginning of the 11th week before the EWC (week 29 of pregnancy), and up to the day before your due date on your MATB1
* You should advise us of this date as soon as you can, but by 28 days before the start of your maternity leave at the latest
* If your maternity leave starts before the planned date, for example due to early childbirth or illness, you need to notify us as soon as you are able

I currently participate in:

* Cycle to work
* Purchasing annual leave
* Childcare vouchers (CCVs)
* Shared cost AVCs (SCAVCs)
* Car Leasing Scheme (Novalease)

**Childcare Vouchers/SCAVCs**

If you are in the childcare voucher scheme or SCAVC scheme you need to confirm whether or not you wish to stay in or leave the scheme **before** your maternity payments are calculated. Your maternity pay is calculated within legislative timescales (the 8 week period prior to 15 weeks before the EWC or placement which is weeks 17-24 of pregnancy) and manual adjustments cannot be made afterwards.

If you stay in these schemes your maternity pay will be based on your salary after the salary sacrifice deduction. This means that you will receive less Occupational Maternity Pay (OMP) but you will still receive your childcare vouchers or SCAVCs.

For CCVs - During the SMP/SAP nil pay period, we will arrange for your amount to be reduced to zero and your vouchers will stop. If you decide to leave the scheme or change your voucher amount after your pay has been calculated, your OMP will still be based on the lower (salary sacrifice) salary.

For SCAVCs - During the SMP/SAP nil pay period, your deductions and SCAVC’s will stop. If you decide to leave the scheme or change your deduction amount after your pay has been calculated, your OMP will still be based on the lower (salary sacrifice) salary.

If you want to discuss your options, you should contact us no later than 28 weeks before your due date (week 12 of pregnancy). You should seek advice from any relevant agencies in relation to tax credit implications or ongoing childcare costs before making a decision.

I wish to:

* Stay in the CCV scheme during my OMP period
* Change my CCV value to £\_\_\_\_\_ for my OMP period
* Temporarily leave the scheme (reduce to £0) for up to 12 months from ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Stay in the SCAVC scheme during my OMP period
* Change my SCAVC value to £\_\_\_\_\_ for my OMP period

Signature: Date:

**This form should be returned to the HR Helpdesk at** **hrhelpdesk@falkirk.gov.uk**